



City of Racine Police Department
Policy and Procedure

Number: 330

Subject:

Duties and Responsibilities - Lieutenant of Police – Community Oriented Police Unit

Date Issued:

01-20-2000

Effective Date:

02-18-14

Revision Number:

2

POLICY

1. Appointment. The Chief of Police shall appoint a Lieutenant of Police – Community Oriented Police Unit.
 - a. He/she shall report to the Patrol Division Commander.
 - b. He/she shall maintain the City Hall work schedule (Mon-Fri).
 - c. He/she shall be expected to vary the hours worked in order to accommodate meetings and events that are deemed essential for the effective performance of the Lieutenant of Police – Community Oriented Police Unit.
2. Duties and Responsibilities. The Lieutenant of Police – Community Oriented Police Unit shall:
 - a. Be capable of performing all of the essential functions of a sworn police officer which include, at a minimum, but are not limited to the following:
 - 1) Regular and predictable attendance at work
 - 2) Get along with and work well with others
 - 3) Make forcible arrests
 - 4) Operate a motor vehicle under emergency conditions
 - 5) Qualify with Department firearms
 - 6) Write clear, concise, accurate reports
 - 7) Work with computers and programs used by the Department
 - b. Have knowledge of and obey all policies, procedures, rules, regulations, orders and directives pertaining specifically or generally to this position.
 - c. Check e-mail, voice mail, and any assigned mailboxes at least once each workday.
 - d. Have direct command and supervisory responsibility over:
 - 1) Sergeant of Police – Community Oriented Police Unit
 - 2) COP Officers and/or Support/Beat Officers
 - 3) Crime Prevention Officer
 - e. Supervise the administration of the COP Houses and their operations.
 - f. Be responsible for the development, implementation and administration of Patrol Division Grants.
 - g. Accept and initiate investigations for allegations of misconduct by any member of the Department.
 - h. Be familiar with crime trends as well as quality of life issues in the City.
 - i. Receive, maintain in an up-to-date manner, be aware of, and obey, all provisions of the Department Police Manual.
 - j. Respond to emergency situations as necessary and assume direct command at the scene once proper relief is in place at the Department.
 - k. Initiate, monitor and review disciplinary actions involving members or employees under his/her command.
 - l. Keep unit records, report and accounts as assigned by the Patrol Division Commander.

- m. Ensure that subordinates are updated and trained in proper police practices, procedures, rules and duties.
- n. Coordinate with Patrol Division Shift Commanders and assist in resource deployment.
- o. Perform other duties as assigned by the Patrol Division Commander or other competent authority.

[Table of Contents](#)